

**THIS POSITION IS LOCATED IN A SMOKE-FREE ENVIRONMENT**

**VACANCY ANNOUNCEMENT**

NAO-01-MPP/ESEP-153

**OPENING DATE**

08-20-01

**CLOSING DATE**

09-10-01

**POSITION**

Nurse Consultant (Diabetes)

**LOCATION AND DUTY STATION**

Navajo Area Indian Health Service  
Division of Nursing Services  
Window Rock, Arizona

**GRADE/SALARY**

GS-610-13, \$64,993 per annum\*

GS-610-14, \$72,969 per annum

\*Special rate under 5 USC 5305

**NUMBER OF VACANCIES**

One (1) vacancy

**Duty Station:**

Shiprock, NM or Window Rock, AZ

**APPOINTMENT**

☒ Permanent

0 Temporary

NTE \_\_\_\_\_

**WORK SCHEDULE**

☒ Full Time

0 Part Time

0 Intermittent

**AREA OF CONSIDERATION**

0 Commuting Area

0 Navajo Area Wide

0 IHS Wide

☒ DHHS Wide

**SUPERVISORY/MANAGERIAL**

0 Yes, May Require One Year Probation

☒ NO

**PROMOTION POTENTIAL**

☒ Yes, To Grade: GS-14

0 No Known Potential

**HOUSING**

0 Yes, Government Housing Available

☒ Private Housing Only

**TRAVEL/MOVING**

☒ May Be Paid For Eligible Employees

0 No Expenses Paid

**DUTIES:** Assists with establishment of diabetes control programs in each service unit through multidisciplinary diabetes teams that ideally will include a physician, community health nurse, nutritionist, lab tech, health educator, etc. Serves as deputy consultant to service unit diabetes teams and other area health care providers of multiple disciplines, and on a national level with policies, organization and implementation of diabetes care and education. Supports and acts as deputy consultant for primary diabetes prevention and detection program at the community level. Provides consultant and technical assistance on various aspects of diabetes care, education and prevention to other IHS areas and Diabetes consultants and to diabetes headquarters on educational materials, methods and specific approaches to working with patients and families who have diabetes. Plans, develops, coordinates and evaluates training for the team and other health care providers in treatment, prevention and early detection of diabetes in American Indian people, diabetes complications, and diabetes patient education issues. Assesses, plans, develops, implements and evaluates quality diabetes care for the area through yearly in-depth service unit diabetes program assessments including team structure and function, education and nutritional counseling services and diabetes clinic function. Measures process, outcomes and trends in diabetes care through quality assurance assessments conducted yearly. Analyzes results and recommends changes in guidelines and program policies. Assists with development of a comprehensive diabetes prevention plan for the Navajo Area including yearly objectives and long-range goals. Establishes and maintains contact with other federal agencies or outside the

federal government such as local, state, and tribal organizations including the ADA, AADE, ZADE, New Mexico, Arizona, and Utah State Departments of Health and State Diabetes Programs. Assists with project officer duties in oversight of the \$13 million Diabetes Special Initiative Grant funds. Performs other duties as assigned.

**QUALIFICATION REQUIREMENTS:** YOUR DESCRIPTION OF WORK EXPERIENCE, LEVEL OF RESPONSIBILITY, AND ACCOMPLISHMENTS WILL BE USED TO DETERMINE THAT YOU MEET THE FOLLOWING REQUIREMENTS.

**POSITIVE EDUCATION REQUIREMENT:** YES      **LICENSURE REQUIRED:** YES

**BASIC REQUIREMENTS:** EDUCATION: Degree or diploma from a professional nursing program approved by the legally designated State accrediting agency at the time the program was completed by the applicant.

**PROFESSIONAL REGISTRATION REQUIREMENT FOR ALL NURSE POSITIONS:** All applicants must have active, current registration as a professional nurse in a state, the District of Columbia, the commonwealth of Puerto Rico, or a territory of the United States.

**IN ADDITION TO MEETING THE BASIC REQUIREMENTS:** Applicants must have 52 weeks of specialized nursing experience equivalent to the GS-12 to qualify for the GS-13; 52 weeks equivalent to the GS-13 to qualify for the GS-14.

**SPECIALIZED EXPERIENCE:** Examples of the type of experience, which will be credited, are providing technical advice and assistance in planning, developing, evaluating, and consulting on diabetes prevention programs. This includes knowledge and expertise in the education and management of diabetes.

**TIME-IN GRADE-REQUIREMENTS:** Candidates applying under the provisions of the Merit Promotion Plan for GS-13 must have completed 52 weeks of service at the GS-12 level and for GS-12 must have completed 52 weeks of service at the GS-11 level by the closing date of this announcement.

**LEGAL AND REGULATORY REQUIREMENTS:** Candidates must meet time-after-competitive appointment, time-in-grade, and qualification requirements by the closing date of the vacancy announcement.

**CONDITION OF EMPLOYMENT:** **IMMUNIZATION REQUIREMENT:** - All persons born after 12-31-56 must provide proof of immunity to Rubella and Measles. Serology testing to confirm immunity and/or immunizations will be provided free of charge. Special consideration may be allowed to individuals who are allergic to a component of a vaccine, have a history of severe reaction to a vaccine, or who are currently pregnant. This applies to candidates for positions in any Service Unit or any Area Office position which requires regular work at a Service Unit.

**REASONABLE ACCOMMODATION:** This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on case-by-case basis.

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**NOTE:** Refer to OPM Operating Manual Qualification Standards Handbook /xx/ X-118 or /xx/ IHS Excepted Service Qualification Standard, Series 610 for complete information. For more complete information, contact your servicing Personnel Office.  
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### **WHO MAY APPLY**

**Merit Promotion Plan (MPP) Candidates:** Applications will be accepted from status eligible (e.g., reinstatement eligible and current permanent employees in the Competitive Federal Service) and from current permanent IHS employees in the Excepted Federal service who are entitled to Indian Preference.

**Excepted Service Examining Plan (ESEP) Candidates:** Applications will be accepted from individuals entitled to Indian Preference. Current Permanent IHS Excepted Service employees and Competitive Service employees or Reinstatement eligible entitled to Indian Preference may also apply under the provisions of the Indian Health Service Excepted Service Examining Plan. These candidates MUST indicate on their SF-171, Application for Federal Employment, in item #1 whether their application is submitted under the IHS Excepted Service Examining Plan, the IHS Area Merit Promotion Plan or both.

Applications will also be accepted from individuals eligible for non-competitive appointment (e.g., Applicants eligible for appointment under the Veterans Readjustment Act, the severely handicapped, or those with a 30% or more compensable service-connected disability.)

**Veterans:** Veterans who are preference eligibles or who have been separated from the armed forces under honorable conditions after 3 years or more of continuous active service may apply.

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**INFORMATION FOR DEPARTMENT OF HEALTH AND HUMAN SERVICES (DHHS) SURPLUS OR DISPLACED EMPLOYEES REQUESTING SPECIAL SELECTION PRIORITY CONSIDERATION.**

If you are currently a DHHS employee who has received a Reduction in Force (RIF) separation notice or a certificate of expected separation, you may be entitled to special priority selection under the DHHS Career Transition Assistance Program (CTAP). To receive this priority consideration you must:

1. Be a current DHHS career and career0conditional (tenure group I or II) or be current HIS expected appointment (with no time limits) tenure group II excepted/competitive service employee who has received a RIF separation notice of a Certificate of Expected Separation (CES) and, the date of the RIF separation has not passed and you are still on the rolls of DHHS. You must submit a copy of the RIF separation notice or CES along with your application.
2. Be applying for a position that is at or below the grade level of the position from which you are being separated. The position must not have greater promotion potential than the position from which you are being separated.
3. Have a current (or last) performance rating of record of at least fully successful or equivalent. This must be submitted with your application package.
4. Be currently employed by DHHS in the same commuting area of the position for which you are requesting priority consideration.
5. File your application by the vacancy announcement closing date and meet all the application criteria (e.g., submit all required documentation, etc.).
6. Meet the basic qualifications for the position any documented selective factor, physical requirements with any reasonable accommodation and is able to satisfactorily perform the duties of the position without undue interruption.

**INFORMATION FOR DISPLACED EMPLOYEES REQUESTING SPECIAL SELECTION PRIORITY CONSIDERATION UNDER THE INTERAGENCY CAREER TRANSITION ASSISTANCE PROGRAM (ICTAP).**

If you are a displaced Federal employee you may be entitled to receive special priority consideration under the ICTAP. To receive this priority consideration, you must:

1. Be a displaced Federal employee. You must submit a copy of the appropriate documentation such as RIF separation notice, a letter from OPM or your agency documenting your priority consideration status with your application package. The following categories of candidates are considered displaced employees.

- A. Current or former career or career-conditional (tenure group I or II) competitive service employees who:
1. Received a specific RIF separation notice; or
  2. Separated because of a compensable injury, whose compensation has been terminated, and whose former agency certifies that it is unable to place; or
  3. Retired with a disability and whose disability annuity has been or is being terminated; or
  4. Upon receipt of a RIF separation notice retired on the effective date of the RIF and submits a Standard Form 50 that indicates retirement in lieu of RIF"; or
  5. Retired under the discontinued service retirement option; or
  6. Was separated because he/she declined a transfer of function or directed reassignment to another commuting area.
- OR**

- B. Former Military Reserve or National Guard Technicians who are receiving a special Office of Personnel Management (OPM) disability retirement annuity under section 8337(h) or 8456 of Title 5 United States Code.

2. Be applying for a position at or below the grade level of the position from which you have been separated. The position must not have a greater promotion potential than the position from which you were separated.
3. Have a current (or last) performance rating of record of at least fully successful or equivalent. This must be submitted with your application package. (This requirement does not apply to candidates who are eligible due to compensable injury or disability retirement.
4. Occupy or be displaced from a position in the same local commuting area of the position for which you are requesting priority consideration.
5. File your application by the vacancy announcement closing date and meet all the application criteria (e.g., submit all required documentation, etc.).
6. Be rated well qualified for the position including documented selective factors, quality ranking factors, physical requirements with reasonable accommodations and is able to satisfactorily perform the duties of the position upon entry.

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**EVALUATION CRITERIA:** Evaluation will be made of Experience, Performance Appraisals, Training, Letters of Commendation, Self-Development, Awards and Outside Activities which are related to this position. To receive full credit for your qualifications, provide a narrative statement which fully describes all aspects of your background as they relate to the knowledge, skills, and abilities (KSA's) outlined below and show the level of accomplishments and degree of responsibility.

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The KSA's in your narrative statement will be the principle basis for determining whether or not you are highly qualified for the position. Describe your qualifications in each of the following:

1. Ability to work independently.
2. Knowledge and ability to apply professional nursing principles, practices and procedures.
3. Knowledge of the principles, theories, concepts and techniques of teaching and learning.
4. Knowledge of community resource available in order to plan and coordinate overall health programs for the community.
5. Ability to communicate orally and in writing.
6. Ability to meet and deal with a variety of individuals.

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**SEE ATTACHED SUPPLEMENTAL QUESTIONNAIRE FOR DEFINITIONS.**

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**NOTE: "Declaration for Federal Employment" (OF-306)** must be completed and submitted with original signature to determine your suitability for Federal employment, to authorize a background investigation, and to certify the accuracy of all information in your application. Responding "YES" to any one of these two questions

can make you ineligible for employment in this position. **If you make a false statement in any part of your application, you may not be hired, you may be fired after you begin work; or you may be fined or jailed.**

**HOW & WHERE TO APPLY:** All applicants, must submit one of the following to the Navajo Area Indian Health Service, Personnel Management Branch, P.O. Box 9020, Window Rock, AZ, 86515 by close of business on the closing date. **FOR MORE INFORMATION CONTACT:** Marjorie Ashley at 520-871-1368.

- 1) OF-612, Optional Application for Federal Employment;
- 2) SF-171, Application for Federal Employment;
- 3) Resume; or
- 4) Any other written application format; **PLUS** Transcripts of college courses; copy of your most recent performance appraisal and any other necessary documentation pertinent to the position being filled.

A copy of an Official Bureau of Indian Affairs Preference Certificate, **BIA Form 4432**, (or equivalent form issued by a tribe authorized by P.L. 93-638 contract to perform the certification function on behalf of the BIA), signed by the appropriate BIA Official, must be submitted if the applicant claims **Indian Preference** OR appropriate BIA form showing 50% or more blood quantum if applicant is not an enrolled member. Navajo Area Indian Health Service employees claiming Indian Preference need not submit the BIA Form 4432, but must state such documentation is contained in their Official Personnel Folder.

**INFORMATION REQUIRED FOR RESUMES AND OTHER APPLICATION FORMATS:** Resumes or other application formats must contain all of the information listed below in sufficient detail to enable the personnel office to make a determination that you have the required qualifications for the position. *SPECIFICALLY, THE INFORMATION PROVIDED UNDER #8 (HIGH SCHOOL), #9 (COLLEGES AND UNIVERSITIES) AND #10 (WORK EXPERIENCE) WILL BE USED TO EVALUATE YOUR QUALIFICATIONS FOR THIS POSITION. FAILURE TO INCLUDE ANY OF THE INFORMATION; LISTED BELOW MAY RESULT IN LOSS OF CONSIDERATION FOR THIS POSITION.*

1. Announcement Number, Title and Grade of the job for which you are applying;
2. Full Name, Mailing Address (with zip code) and Day and Evening Phone Numbers (with area codes);
3. Social Security Number;
4. Country of Citizenship;
5. Veterans' Preference Certificate - DD-214, indicating Discharge and/or SF-15 - if claiming 10-point. Veteran's Preference is not applicable to current DHHS permanent employees, Federal employees with competitive status or reinstatement eligible.
6. Copy of latest SF-50, Notification of Personnel Action, if current or prior federal employee.
7. Highest Federal civilian grade held (give series and dates held);
8. High School - Name, City, State (zip code if known), and date of Diploma or GED.
9. Colleges and Universities - Name, City, State (zip code if known), Majors, Type and Year of any degrees received (If no degree show Total Semester or Quarter Hours earned).
10. Work Experience (paid and non-paid) - Job, Title, Duties and Accomplishments, Employer's Name and Address, Supervisor's Name and Phone Number, Starting and Ending dates (month/year), Hours/Week, and Salary.
11. Indicate if we may contact your current Supervisor;
12. Job-related Training Courses, Skills, Certificates, Registrations and Licenses (current only), Honors, Awards, Special Accomplishments.

**ADDITIONAL INFORMATION WILL NOT BE SOLICITED BY THIS OFFICE.**  
**WE WILL NOT ACCEPT TELEFAXED/E-MAIL APPLICATIONS**

**NOTE:** Persons who submit incomplete applications will be given credit only for the information they provide and may not, therefore, receive full credit for their veterans preference determination, Indian Preference, Education, Training and/or Experience.

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**ADDITIONAL SELECTIONS:** Additional or alternative selections may be made within 90 days of the date of the certificate issued if the position becomes vacant or to fill an identical additional position in the same geographic location.

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**COMMISSIONED OFFICERS:** Commissioned Officers may indicate an interest in being considered by submitting a resume. Commissioned Corps applicants will be evaluated by the GIMC Personnel Office against the applicable Preston standard or the civil service standard, if no Preston standard exists. These applicants must describe the experience gained in their two most recent positions and dates they occupied those positions. In addition, Commissioned Corps applicants must also provide information regarding education, including degrees obtained and schools attended by submitting official transcripts and they must include home/work telephone numbers if this information is not contained in the resumes. When required by the vacancy announcements, these applicants must provide specific information related to any knowledge, skills, and abilities which are being used as selective factors. Commissioned Corps applicants may also be required to submit proof of Indian Preference and proof possession of the appropriate license.

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**INDIAN PREFERENCE:** Preference in filling vacancies is given to qualified Indian candidates in accordance with the Indian Preference Act. In other than the above, the Indian Health Service is an Equal Opportunity Employer.

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**SELECTIVE SERVICE CERTIFICATION:** If you are a male born after December 31, 1959 and you want to be employed by the Federal Government, you must (subject to certain exemptions) be registered with the Selective Service Systems.

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**EQUAL EMPLOYMENT OPPORTUNITY:** SELECTION FOR POSITIONS WILL BE BASED SOLELY ON MERIT WITH NO DISCRIMINATION FOR NON-MERIT REASONS SUCH AS RACE, COLOR, RELIGION, GENDER, SEXUAL ORIENTATION, NATIONAL ORIGIN, POLITICS, MARITAL STATUS, PHYSICAL HANDICAP, AGE OR MEMBERSHIP OR NON-MEMBERSHIP IN AN EMPLOYEE ORGANIZATION. PROMOTIONS OR APPOINTMENTS WILL NOT BE BASED ON PERSONAL RELATIONSHIP OR OTHER TYPES OF PERSONAL FAVORITISM OR PATRONAGE.

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<u>EEO REVIEW/CONCURRENCE</u>	<u>DATE</u>	<u>PERSONNEL CLEARANCE</u>	<u>DATE</u>
EACH APPLICATION FORM AND DOCUMENT FORM MUST BE INDIVIDUALLY IDENTIFIED BY THIS ANNOUNCEMENT NUMBER – <u>NAO-01-MPP/ESEP-153</u> . ALL ORIGINAL DOCUMENTS AND COMPLETED APPLICATION FORMS ARE TO BE DUPLICATED BY THE APPLICANT BEFORE SUBMISSION AS WE DO NOT HONOR REQUESTS FOR COPIES. COMPLETED FORMS WHEN SUBMITTED BECOME THE PROPERTY OF THIS PERSONNEL OFFICE AND WILL NOT BE RETURNED. ORIGINAL SIGNATURES ARE REQUIRED ON SF-171 AND SUPPLEMENTAL STATEMENTS.			

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**SUPPLEMENTAL QUESTIONNAIRE**  
**NURSE CONSULTANT (DIABETES), GS-610-13/14**

1. ABILITY TO WORK INDEPENDENTLY. This is the ability to perform duties without supervision; uses self-initiation in planning and executing work. What in your background shows you possess this ability?

What was the duration of these activities?

Who can verify this information? (Please provide a telephone number.)

2. KNOWLEDGE AND ABILITY TO APPLY PROFESSIONAL NURSING PRINCIPLES, PRACTICES AND PROCEDURES. This is the knowledge and ability required to provide health care in the functional area of diabetes patients, clinical, outpatient, community health and education. This includes professional knowledge of nursing principles related to diabetes care, education and management in order to provide consultation to programs. What in your background indicates you possess this knowledge?

What was the duration of these activities?

Who can verify this information? (Please provide a telephone number.)

3. KNOWLEDGE OF THE PRINCIPLES, THEORIES, CONCEPTS AND TECHNIQUES OF TEACHING AND LEARNING. This is the knowledge of principles of education in order share expertise about how to effectively teach about diabetes. This includes the ability to motivate individuals of different cultural backgrounds to adopt diabetes health care and diabetes prevention measures. What in your background indicates you possess this knowledge and ability?

What was the duration of these activities?

Who can verify this information? (Please provide a telephone number.)

4. KNOWLEDGE OF COMMUNITY RESOURCE AVAILABLE IN ORDER TO PLAN AND COORDINATE OVERALL HEALTH PROGRAMS FOR THE COMMUNITY. This is the knowledge of resources for diabetes care and education in order to assist facilities with program planning and implementation. What in your background indicates you possess this knowledge?

What was the duration of these activities?

Who can verify this information? (Please provide a telephone number.)

5. ABILITY TO COMMUNICATE ORALLY AND IN WRITING. This is the ability to express oneself clearly both orally and written to convey information about diabetes care and education, program planning and evaluation to all levels of providers and administrators. What in your background indicates you possess this ability?

What was the duration of these activities?

Who can verify this information? (Please provide a telephone number.)

6. ABILITY TO MEET AND DEAL WITH A VARIETY OF INDIVIDUALS. This is the ability to work effectively with all levels of health providers and administrators for implementation of diabetes programs. This includes the ability to establish positive interpersonal relations by exercising tact, diplomacy, and mature judgment with variety of individuals, and officials, including superiors, peers, and others, within the organization and outside the organization with whom the individual or the supervisor must deal. What in your background indicates you possess this ability?

What was the duration of these activities?

Who can verify this information? (Please provide a telephone number.)

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### C-E-R-T-I-F-I-C-A-T-I-O-N

I CERTIFY that all of the statements made in the above questionnaire are true, complete, and correct to the best of my knowledge and belief; and are made in good faith.

\_\_\_\_\_  
Signature of Applicant (Sign in Ink)

\_\_\_\_\_  
Date